

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07223037

DATE POSTED: 03/10/22

POSITION NO: 943882

CLOSING DATE: 03/23/2022 by 5pm

POSITION TITLE: Office Assistant (S)

DEPARTMENT NAME / WORKSITE: Division of Behavioral & Mental Health Services/Chinle, Arizona

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ56A</u>
WORK HOURS: <u>40 hrs./week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>23,155.92</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>11.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

The incumbent of this position will provide support and assistance for the Chinle Outpatient Treatment Center. Responsibilities will include front office support by answering all incoming telephone calls and referrals; route calls and/or take messages; greet and refer visitors and/or clients to appropriate staff/resources; check clients in and out; setting appointments for clients and providing information to clients regarding the DBMHS/RBHA process utilizing the electronic health record; respond to routine inquiries that require judgement in determining the type of information that may be released; provide specific information, instructions and forms; type routine correspondence; reports, labels and forms; assist in maintaining electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating.

Responsibilities will also include receive, log in and distribute incoming mail; respond to requests for photocopies; may oversee the day-to-day operation of duplicating machine and related equipment; may prepare and transmit facsimiles; receive and process employee and office related forms and/or documents; enter data into database; make routine calculations and checking information for accuracy; may order, stock and distribute office supplies.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year of general office, customer service or related experience; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures; knowledge of computer software, word processing, database and spreadsheet applications; knowledge of microfiche processing and storage; knowledge of the operation and maintenance of camera equipment related to microfilm storage.

Skill in preparing a variety of records, reports and correspondence. Skill in the use of personal computers and applicable software applications. Skill in maintaining filing and records systems. Skill in following oral and written instructions. Skill in operating office equipment, including computer programs. Skill in English composition, grammar and punctuation. Skill in applying judgment in the release of and safeguarding confidential information. Skill in preparing clear and comprehensive reports. Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.